EMERGENCY OPERATIONS PLAN

CALAIS, VERMONT

Adopted: by		Official Sig	nature:	
(Date)		ative Body)		(i.e., Chairperson)
City/⁻	Town	of CALAIS Washing ntry Road. Calais, VT 05648 (mailing address, city, state, zip)	igton Coun	ty
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Rapid Response Team For example: E.M. Coordinator, Fire Ch Public Works Foreman, Police Chief, et	ı nief,	Name ⊠= Contact Person/Action ac		Phone/Pager
1 EMC		PETER BACKMAN	7.	456-8866/456-8868
2. FIRE CHIEF		JON WINSTON		456-1636
3 CHAIRMAN - SELECTBO	ARD	CARL "CY" LAMBERTON		223-0016 FAX
4 PUBLIC WORKS DIR.		DONALD MOULTON		456-7466
] 5 LAW ENFORCEMENT		VSP & CONSTABLE BEN CO	HEH Fren	229-91911 456-709
D.C. Taura CLEDIC		EVA MORSE	Bushwa	223-5952
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PROMULGATION STATEMENT / LETTER

To All Recipients:

Transmitted herewith is the Emergency Operations Plan for the Town of Calais, Vermont. It provides a framework for use in performing emergency functions during a major emergency or disaster in the town.

This Emergency Operations Plan includes the four phases of emergency management. They are.

Prevention - those activities which eliminate or reduce the probability of an incident, also known as mitigation,

Preparedness - those activities developed to save lives and minimize damage;

Response - immediate activities which prevent loss of lives and property and provide emergency assistance; and,

Recovery - short and long term activities which return all systems to normal or improved standards.

This plan is prepared in accordance with federal and Vermont statutes. It will be tested, revised and updated as required. All recipients are requested to advise the Calais Emergency Management Coordinator regarding recommendations for improvements.

	Signed:	
Chair,	Selectman	

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HOW TO USE THIS PLAN

This is the Calais Town Plan. It consists of a BASIC PLAN covering the concepts of operation, organization and responsibilities of participants, missions to be accomplished and implementation procedures. There are two supporting sections:

- The Annexes describe the functional capabilities and assignments of town and volunteer organizations; and
- 2. The Appendices contain supporting documents and hazard specific response materials.

This plan design was developed and adopted, in Vermont, to provide information and direction for all organizations with emergency management roles. The plan can be used without prior response experience although participating personnel are encouraged to become familiar with those portions pertinent to their assigned functions.

The Basic Plan describes the administration, operations and logistics of an integrated emergency management system. The supporting Annexes and Appendices provide the data necessary to implement and execute the plan.

The Calais Emergency Operations Plan was developed to be an emergency management manual and Town emergency response guidebook. Emergency response personnel should become familiar with particular portions of the plan as part of emergency management training.

Distribution List

A complete copy of this plan may be found at:

- 1. Calais Town Clerk's Office RR. #1, Box 35 Calais, Vermont 05648
- 2. East Montpelier Volunteer Fire Department East Montpelier, VT 05651
- 3. Woodbury Volunteer Fire Department Woodbury, VT 05681

Revision Sheet

DATE OF REVISION	, 199	
The attached pages of the Town of Calai replace older pages with these revised pages with these revised pages with these revised pages of the plan.	is Emergency Operations Plan have ges and discard the older pages. Retain	been revised. Please ain this list as the
Plan Component		
Remove Pages Numbered		
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PURPOSE OF PLAN

This plan is a local level integrated emergency management manual. It is designed to describe the emergency-disaster response of the town of Calais, Vermont.

The plan goal is to provide a means to utilize all available resources to MITIGATE or prevent potential emergencies or disasters whenever possible, PREPARE to deal efficiently with the effects of inevitable events, RESPOND to the needs to save lives and protect property, and promote a means to RECOVER rapidly from unavoidable damages.

The plan is intended to be both "generic" and "hazard specific," covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a bi-product of our modern society

The plan is a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing what is to be done, and who is to do it. It may include information relative to when and where the response will be effective, and even why it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing "how" to carry out its assignments in support of the plan.

SITUATION & ASSUMPTIONS

SITUATION:

The Town of Calais, located in the northeast section of Washington County, is bordered on the north by Woodbury, on the east by Marshfield, on the south by East Montpelier and on the west by Worcester. Calais has an area of 26,240 acres, or 40.99 square miles and a population of 1,521 (1990 census).

Vermont Rt. 14 and the County Road provide major highway access to the Town

There is no rail service in Calais.

In woodbury

The Town contracts fire service with the East Montpelier and Woodbury Fire Departments. There is no Fire Department in Calais. Ambulance service is provided through the Barre Town Emergency Medical Services.

Mutual Aid System - Calais is supported through a mutual aid agreement with Rural Vermont Mutual Aid which includes Woodbury, Greensboro, Craftsbury, Hardwick and Walden. Additional backup is provided by the Plainfield, Marshfield, Worcester, and Montpelier Fire Departments.

CVTA provides public transit with a minivan to Calais.

Law enforcement is handled by the Vermont State Police. Dispatching services are provided by the Vermont State Police with backup by the Washington County Sheriff's Department.

The Town Highway Maintenance garage is located on Vt. Rt. 14 and they are responsible for 79.032 miles of highways within the Town.

The State Highway district garage is located in North Montpelier. They are responsible for 6.902 miles of state highways.

The Calais Elementary School is located on Ridge Road. There is no high school in Calais. High school students are transported to U-32 High School in East Montpelier in three 71 student capacity buses provided by Bruce Transportation. Three 71 passenger school buses leased from Bruce Transportation are used to transport the elementary school students. These buses are located at the school after hours during the school year. During the summer the buses are returned to the Bruce Transportation Garage.

Primary industries in Calais are Maple Corners Woodworking, G.M. Bowen Excavating Contractor and Trans-America Hydro-Seeding.

The nearest hospital is the Central Vermont Hospital, located in Berlin. There are no nursing homes located in Calais.

VULNERABILITY:

The Kingsbury Branch of the Winooski River flows south and the Pekin Brook flows southeast through Calais and have been the cause of some problems in the past. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning Flooding, especially flash flooding, can impact areas in town that are located above designated flood plains. The mountainous areas in town are especially vulnerable to this phenomena. There are many lakes and ponds located in Calais and some of them are controlled by dams including: Nelson, Curtis, Adamant and Sabin Pond and Mirror Lake, Robinson's Sawmill, East Calais Mill and Hatch's Mill. The frequency of extreme weather events fluctuates from year to year

ASSUMPTIONS: (HAZARD ANALYSIS)

FLOODS: Floods are the most probable natural cause of emergencies or disasters in Calais. Spring thaws and ice breakups may cause some lowland flooding. Summer or fall storms are more likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations, are fairly commonplace in Calais, Vermont. The town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving a people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in Calais, Vermont. (A hurricane hit Vermont in 1938.) Most windstorms result in downed trees, damaged phone and power lines, and crop losses.

DROUGIT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all time low during the nationwide drought of 1988, however recovery was fairly rapid.

WILDFIRE: Wildfires are possible in the forested area of town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some recreational and retirement homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

EARTHQUAKE: Earthquakes have been felt in Calais, Vermont in the past and remain a geological possibility. The town is situated in a moderate earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to unreinforced masonry (brick) buildings.

NATIONAL EMERGENCY: National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war. Since Calais, Vermont is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the town's population.

TECHNOLOGICAL HAZARDS:

Hazardous Materials lead the list of potential hazards which could impact the town of Calais, Vermont. Fuels are the most widespread materials likely to create problems.

Radiological Emergencies are possible from vehicles traveling on Vermont Rt. 14.

Aircraft Crashes can happen anywhere in Vermont Small private planes and military aircraft are more common in Calais air space. A commercial airliner, off course in bad weather, could become involved with Long Meadow Hill and remain a potential threat for creating mass casualties.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of Calais, Vermont. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

CONCEPT OF OPERATIONS

General:

- Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, and other non-governmental agency.
- Implementation of operations must be as self-triggering as possible and not dependent upon the presence of a particular individual.
- The Town of Calais Office of Emergency Management will be the coordinating agency for all activity in connection with Emergency Management.
- 4. The Calais Director of Emergency Management, or his designee, is responsible for the execution of the plan and for minimizing the disaster effects.
- Central control from the Emergency Operations Center (EOC) provides the requisite direction and coordination. There is no designated Primary or alternate EOC. Currently the East Montpelier Fire Station would serve as the primary EOC and the Woodbury Fire Station would serve as the alternate EOC.

Operations:

Operation of the plan commences when the Calais Selectboard Chair or a designated 7 representative, determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property to a minimum.

- 1. Alert and order the mobilization of the Town emergency management organization.
- 2. Activate the Town Emergency Operations Center. Size and composition of the Staff is to be determined by the magnitude of the disaster.
- 3. Alert the general population of the disaster or impending disaster.
- 4. Arrange for the evacuation of threatened areas.
- 5. Establish temporary shelter, food, and medical for the evacuees as necessary, including evacuees from threatened areas outside of the Calais geographical boundaries.
- 6. Notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross and Salvation Army, and establish liaison as necessary.

ORGANIZATION AND RESPONSIBILITIES

Organization:

- The Town Selectboard will convene to perform legislative and administrative duties as the situation demands, and shall receive reports relative to Emergency Management activities
- 2. The Selectboard Chair shall be the Director of the Emergency Management forces of this Town and shall be responsible for organization, administration and operations.
- 3. The Emergency Management Coordinator, under the supervision of the Director, shall be responsible for the planning, coordination and operation of the Emergency Management activity in the Town.
- 4. The employees, equipment and facilities of all town departments, boards, institutions and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
- 5. The organization shall also include volunteer agencies and/or persons offering services to the Town, upon acceptance thereof.
- 6. Duties assigned to a Town Department shall be the same or similar to the normal duties of the Department.
- 7. The Coordinator shall oversee the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for emergency management purposes.

Responsibilities:

The Town operations plan consists of this basic plan with appropriate annexes to cover emergency operations as follows:

ANNEX A. Direction and Control: Emergency Management Director. Includes staffing and functioning of the EOC and succession of command.

ANNEX B. Evacuation: Emergency Management Coordinator. Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters.

ANNEX C. Communications: Communications Officer. Includes local emergency communications to be utilized for all types of disasters.

- ANNEX D. Alert and Warning: Fire Chief. Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.
- ANNEX E. Shelter: Emergency Management Coordinator. Includes actions to protect the population before, during, and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services.
- ANNEX F. Radiological Protection: Radiological Officer. Includes radiological monitoring and means to identify radioactive hazards resulting from war related or peacetime incidents
- ANNEX G. Police: State Police or Sheriff's Department. Includes maintenance of law and order, control of traffic, controlling and limiting access to the scene of a disaster
- ANNEX II. Fire and Rescue: Fire Chief: Includes actions to limit or prevent loss of life and property from fire or threat of and assisting in rescue, warning and evacuation.
- ANNEX I. Public Works: Road Commissioner. Includes maintaining the Town's roads and bridges and assisting with equipment and personnel if a disaster threatens or occurs.
- ANNEX J. Emergency Public Information: Emergency Management Chairman. Includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.
- ANNEX K. Resource Management: Emergency Management Chairman. Includes actions to obtain vital supplies and other properties found lacking, and needed for the protection of health, life and property of people, and resources for special or critical facilities.
- ANNEX L. Hazardous Materials: Fire Chief. Includes the identification of HAZMAT facilities and transportation routes within the town. It also outlines responsibilities for responding to a HAZMAT incident within the town.

The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town department and/or agency has the responsibility of preparing a written, functional Annex, with appropriate Appendices and Attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks.

Development of these Annexes will be coordinated with the Emergency Management Coordinator and updated annually by Department/Agency head.

ADMINISTRATION EMERGENCY MANAGEMENT STAFF

There shall be two official positions for emergency management. (Minimum of two recommended, Director and Coordinator) The Emergency Management Director shall be the executive head of emergency management. The Coordinator will report to Emergency Management Director but will be the individual responsible for day-to-day emergency management operations.

The Emergency Management Director shall have the general supervision of the Emergency Management program and Emergency Management Coordinator. This will include any direction and guidance necessary. The Emergency Management Director shall be the Chairman of the Calais Board of Selectmen by virtue of that office. (Based on his overall responsibilities to the Town, the Director will provide approximately 5% of this time to the Emergency Management Program.)

The **Director** will be responsible for:

- Chairing all Emergency Management meetings.
- Provide expertise and guidance to the E.M. Coordinator preparing the Emergency Operations Plan.
- Preparing and promoting enabling legislation when necessary.
- Providing Town resources to the E.M. Coordinator in establishing and operating ap EOC.
- Provide guidance in the annual Emergency Management budget and preparation of reports.

The Coordinator shall be responsible for:

- The preparation of the basic plan and its review and update.
- With the approval of the Selectboard, appoint service heads to the Emergency Management program.
- Shall have direct responsibility for the organizations, the administration and operations subject to the direction and guidance of the Emergency Management Director and Selectboard.
- Schedule training, drills, and exercises to train and test the local government's response capability.

- Shall be responsible for coordination with District and/or State Emergency Management.
- Will encourage participation by staff members for Emergency Management training courses and seminars.
- Shall, with the secretary, prepare annual reports for Emergency Management.
- be responsible for establishing and setting up the EOC.
- Be the EOC Manager and provide for adequate staffing.
- Attend training courses, meetings and seminars and seminars at local, state and regional levels.

RESOURCES AND SUPPORT

RESOURCES:

- 1. Normal supply methods will be utilized.
- 2. If emergency supplies are required they will be coordinated by the Emergency Management Coordinator under the authority of the Emergency Management Director.
- 3. The Town does not have a central procurement warehouse or distribution system.

SUPPORT:

- 1. Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements.
- 2. Support by State departments and/or agencies will be requested through Vermont Emergency Management by calling:

1-800-347-0488.

3. Military support can only be activated by the Governor. Requests for assistance will be coordinated through Vermont Emergency Management at the above number.

PLAN DEVELOPMENT AND MAINTENANCE

PLAN DEVELOPMENT

This Emergency Operations Plan (EOP) was developed for the town of Calais by town officials and dedicated citizens. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided.

It is intended that this EOP be the primary outline for emergency or disaster operations.

PLAN MAINTENANCE

The Emergency Management Coordinator will be responsible for keeping this plan up-to-date by an annual review. Following any exercise or actual emergency or disaster, the Coordinator will compare response activities with the appropriate sections of the plan to determine if operations were within the spirit of the plan. The Coordinator may call a meeting of town response personnel in order to adjust the plan to reflect emergency actions, or recommend changes in procedure to improve effectiveness.

This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance the towns emergency response capability.

AUTHORITIES AND REFERENCES

FEDERAL STATUTES

- * The Federal Civil Defense Act of 1950, Public Law 81-920, (As amended by Public Law 85-606)
 The Disaster Relief Act of 1970, Public Law 91-606;
 The Disaster Relief Act of 1974, Public Law 93-288 and,
 Executive Order 11795; and
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707
 The Food Stamp Act of 1977, Public Law 95-113
 The Atomic Energy Act of 1954, Public Law 83-703, As amended
- * The Act of January 5, 1905, Responsibilities of the American National Red Cross

* The Superfund Amendment and Reauthorization Act of 1986, Public Law 99-499, Title
 III (SARA)

NOTE: Local EOPs seldom need all of the Federal Statutes as listed above. Those marked with (*) are the most applicable to Vermont communities.

FEDERAL PUBLICATIONS

Reorganization Plan No. 3 of 1978, Establishing the Federal Emergency Management Agency (FEMA).

Regional Emergency Operations Plan, Appendix A, Emergency Response Team Plan

VERMONT STATUTES

Title 20 VSA, Chapters 1, 3, 5, & 7, Civil Defense and Military Aid

NOTE: All other applicable State Statutes relative to functions performed by State agencies are listed in the respective alphabetical Subsections under "Authorities".

ASSOCIATED VERMONT PUBLICATIONS

Vermont Emergency Disaster Preparedness Plan, October 1, 1990

(On file in the Town Clerk's Office)

State of Vermont, Emergency Management Administrative Plan, Revision 3, June 30, 1988

State of Vermont, State Administrative Plan for Public Assistance (includes Mitigation Grant Program)

Vermont Emergency Resource Management Plan

Vermont Hazardous Materials Emergency Plan, (SARA, Title III)
(On file at Vermont Emergency Management)

DEFINITIONS

<u>Coordinator</u> - the Emergency Management Coordinator

Department - any of the Departments of the town.

Director - the Emergency Management Director

Emergency any occasion or instance for which town resources must be applied to protect life and property or relieve suffering and hardship. A Declared Emergency is an event which in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. (PL 100-707, Section 102)

<u>Federal Emergency Management Agency (FEMA)</u> - the organization created in 1978 combining all Federal emergency management functions under one agency.

Major Disaster - any natural catastrophe (including any hurricane, tornado, storm, high water, winddriven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought) or, regardless of cause, any fire, flood or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under PL 100-707 to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

<u>Vermont Emergency Management</u> - the Division of the Department of Public Safety assigned to coordinate emergency and/or disaster response in Vermont.

EXERCISES AND TRAINING

EXERCISES:

Exercises shall be conducted annually to determine response time, familiarize the staff members with procedures, determine what deficiencies exist, and what additional training is required.

TRAINING:

It is the responsibility of every Town department/agency head to ensure that his or her personnel receive adequate training.

Requests for training courses or assistance in training personnel will be coordinated through the Emergency Management Coordinator.

ANNEX A DIRECTION AND CONTROL Town of Calais, Vermont

I. AUTHORITY:

- 1. U.S. Public Law 920, 81ST Congress 1950 (as amended)
- 2. Title 20, Chapter I and Chapter 3, VSA

II. PURPOSE:

To identify a facility as EOC and the staff and actions necessary to provide central direction and control before, during and after disasters/emergencies that could affect the town. To provide emergency information and advice to the public.

III. SITUATION AND ASSUMPTIONS:

- A. Situation:
 - 1. See Situation, Basic Plan
 - 2. There is no designated primary or secondary EOC located in Calais. The East Montpelier Fire Station located on Templeton Road in East Montpelier would serve as the primary EOC and the Woodbury Fire Station located on Vt. Rt. 14 would serve as the alternate EOC.
 - 3. The EOC will be activated if a disaster/emergency identified in the hazard analysis has exceeded, or is expected to exceed the town's normal capability to respond.
 - 4. The decision to order activation of the EOC will be made by direction of the Emergency Management Director or the Emergency Management Coordinator.

The primary staff will consist of:

Selectboard Chair and Emergency Management Director-Alexandra Altmann-456-

8945(h)

Emergency Management Coordinator-Jonathan Winston-454-8591(h)

Fire Chief-Jonathan Winston-454-8591(h)

Road Commissioner-Donald Moulton-456-7466(town garage)-454-7124(h)

Secondary Staff:

Selectboard Members (The type of Disaster/Emergency and response may require additional staff.)

B. Assumptions:

1. The EOC will be adequate for direction and control.

- 2. Communications will be available.
- 3. Close coordination will occur with neighboring jurisdictions, state officials, volunteers and industry.

IV. CONCEPT OF OPERATION:

The EOC staff, upon activation will prepare the EOC for operation, and:

- 1 Ensure that information is being received from field forces, recorded and evaluated.
- 2 Based on evaluation, coordinate response.
- 3 Develop and maintain a town situation map identifying problem areas and deployment of responders.
- 4. Determine the capability of the town to respond to the situation and whether outside assistance is needed, and its availability. Establish liaison.
- 5. Issue information and advice to the general public Be prepared to brief media and answer questions.
- 6 Prepare for possible 24 hour EOC operation, if warranted.
- 7. Determine procedures for damage assessment and recovery operations.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

- 1. EOC Manager Emergency Management Director has authority to:
 - A. Ensure that all capabilities of the town are utilized in the direction and coordination of alleviating the effects of the disaster or emergency occurring in the town.
 - B. Ensure promulgation of regulations to protect life and property and preserve critical Resources.
 - C. Request assistance from the State, or other political subdivision, where conditions in the town are beyond the control of local emergency management forces.
 - D Obtain vital supplies, equipment and other properties needed for the protection of health, life, and property of the people.
 - E. Maintain liaison with State and federal authorities and local authorities from nearby jurisdictions.
 - F. Coordinate the activity of public and private agencies, including volunteers, Red Cross, industry, etc.
 - G. Assume such authority and activity as may be directed by Emergency Management Director to promote and execute the emergency management plan.

2. State Police/County Sheriff/Constable

- A. Normal operational requirements of the State Police/County Sheriff/Constable requires coordination with other services.
- B. Determine traffic control points. Direction for manning and operation.
- C. Coordinate with other services if an evacuation advisory is anticipated or issued. Assist in warning.

- D. Security of evacuated areas.
- E. Security of EOC.
- F. Recommendation for requesting outside assistance, including military.
- 3. Deputy Sheriff
 - Emergency plan development for the Department
 - B. Assume duties of the Sheriff in his absence, or by his direction
- 4 Fire Chief, East Montpelier/ Free Chief, Doodbeer A Normal operational requirements of the Fire Department and coordination with
 - other services.
 - B. Coordinate with other services if an evacuation advisory is anticipated or issued.
 - C. Disseminate warnings to the public as required.
- 5. Deputy Chief East Montpelier / Assl. Chief Wood Acq. A. Assume the duties of Fire Chief in his absence, or by his direction.
- 6. Highway Dept. Road Commissioner, or in his absence, a leadman from the Highway Department:
 - A. Normal operational requirements of the Highway Department and coordination with other services.
 - B. Debris clearance from town roads.
 - C. Coordination of emergency transportation through the Emergency Management
 - D. Damage assessment as directed by Emergency Management Director.

VI. **ADMINISTRATION AND LOGISTICS:**

- 1. Emergency Management Director has the responsibility for assuring that the EOC is physically opened.
- 2. First person at the EOC has responsibility for assuring that primary staff have been notified (not necessarily do the actual notification).
- 3. Department heads have a responsibility for providing radio communications to their department by bringing a portable radio.
- 4. Emergency Management Director or Communications Officer, if one is designated, will arrange for additional telephones or extensions in the EOC if needed.
- 5. Emergency Management Coordinator has responsibility for providing personal services to the staff. (Food, water, sleeping accommodations, etc.)

6. Green Mountain Power, Washington Electric Cooperative and Hardwick Electric Department have responsibility for emergency power.	
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ANNEX B EVACUATION Town of Calais, Vermont

I. AUTHORITY:

1. See Basic Plan.

II. PURPOSE:

To provide procedures that would assist the town in accomplishing or assisting in an orderly evacuation of people.

III. SITUATION AND ASSUMPTIONS:

A Situation:

The Town of Calais has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the Town's population. The Town could also be utilized as a host area for evacuees from disasters or emergencies outside the Town's boundaries.

B. Assumptions:

The Town of Calais has a capability to offer some assistance if this happens. Direction and control can be accomplished through the *Emergency Operations Center*. Assistance will be available from local agencies, volunteers, surrounding jurisdictions, and State agencies, if required. (See Basic Plan, Assumptions)

IV. MISSION:

To carry out basic government functions of maintaining the public peace, health, and safety if an evacuation of population is contemplated or occurs.

V. CONCEPT OF OPERATIONS:

Service heads of Town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Emergency Management Director for implementation and coordination from the Emergency Operations Center. Town agencies as covered in their respective annexes, have a responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

ASSIGNMENT OF RESPONSIBILITIES: VI.

- The Emergency Management Director is responsible for
 - 1. Regulations prohibiting or restricting the movement of vehicles in order to facilitate the mass movement of persons from critical areas within or without the Town.
 - 2. Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
 - 3 Such other regulations necessary to preserve public peace, health, and safety.
- B The Emergency Management Coordinator responsible for
 - 1. Development and coordination of evacuation plans.
 - 2 Maintain liaison with State and Federal authorities and authorities of other nearby political sub- divisions.
 - 3. Negotiating and concluding agreements with owners of persons in control of buildings or other property or the use of such buildings or property for emergency management purposes and designating suitable buildings as public shelters
 - 4. Coordination of the activity of all other public and private agencies.
 - 5. Reviewing and updating this annex on an annual or as needed basis.

- C. The East Montpelier Fire Chief is responsible for:
 - 1. Recommending and assisting in evacuation if situation warrants.
 - 2. Assisting in dissemination of warning.
 - 3. Fire inspections and establishing procedures for adequate fire control for shelter occupancy coordinated with the Emergency Management Coordinator.
- State Police/ Washington County Sherift/Constable is responsible for: D.
 - 1. Assisting in dissemination of the warning.
 - 2. Coordinating with Emergency Management Director or designee on transportation to shelters.
 - 3. Emergency traffic control and crowd control.
 - 4. Assisting in evacuation within capabilities and as requested by service heads or Director.
 - 5. Security of evacuated areas and shelters.
- E. The Road Commissioner is responsible for:
 - 1. Clearing of debris from town roads.
 - 2. Coordination of emergency transportation through the Emergency Management Director or Coordinator.

DIRECTION AND CONTROL: VII.

Responsibility for implementing an evacuation, time permitting, rests with the Emergency Management Director. Coordination will be accomplished through the Emergency Operations Center under the general direction of the Emergency Management Coordinator

who will coordinate the actions and responsibilities of the service heads as covered in their respective annexes and outlined in this annex under Vermont assignment of responsibilities.

VIII. COMMUNICATIONS:

Communications will primarily be by telephone, town radio and cellular phone

IX. TRAINING AND EXERCISE:

It is the responsibility of the Emergency Management Coordinator to see that training and exercises are conducted on an annual basis.

CHECKLIST OF ITEMS TO KEEP WITH YOU IN A TOTE BAG IF YOU ARE EVACUATING YOUR RESIDENCE

phone book,

your child's favorite toy or blanket,

check book,

video tape of your property and personal

belongings,

camera and film,

tool kit,

medications,

ATM card,

set of clothes, include hard soled shoes for

each family member,

birth certificate,

set of all keys for your house, car etc,

treasured photographs,

driver's license,

hygiene products,

sufficient cash.

ANNEX C COMMUNICATIONS

Town of Calais, Vermont

AUTHORITY: I.

See Basic Plan.

11. PURPOSE:

To identify communication equipment and procedures that will be utilized during an emergency in the Town of Calais

III. SITUATION AND ASSUMPTIONS:

Situation: A.

- See Basic Plan. 1
- The Emergency Management Coordinator will be responsible for 2. coordinating all emergency communications activities during an emergency.
- The Vermont State Police have the responsibility for alert/notification of the 3. town from outside hazards
- Emergency services have sufficient radios and telephones for day-to-day 4. emergency operations.

B. Assumptions:

- See Basic Plans. 1.
- Local radio will be utilized for emergency warning and instructions to the 2. public.

IV. MISSION:

To provide the EOC staff with the capability to communicate with emergency forces in the field, the public, and other essential services.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES: V.

- State Police/Washington County Sheriff's Department: A.
 - To maintain State Police/Sheriff's Department telephone and base and 1. portable radio systems.

Fire Department: B.

- Maintain Fire Dept. base and portable radio system.
- Maintain telephone system at the EOC. Obtain additional telephone lines and 2. cellular telephones during an emergency.
- Test all radio and telephone system periodically 3.
- Maintain statewide Emergency Management radio link. 4.

Emergency Management Agency. C.

- To provide liaison with State and Federal agencies.
- Ensure that Vermont Emergency Management is aware of the local 2. communications system procedures.
- Revise and update this annex annually or as necessary with the State 3 Police/Washington County Sheriff/Constable and Fire Chiefs.
- See that personnel are trained and that communications systems and tested 4
- Coordinate with The Amateur Radio Associates 5

CONCEPT OF OPERATIONS: VI.

In an emergency, there currently is no designated EOC. The East Montpelier Fire Station at Templeton Road would serve as the EOC. The EOC will use telephones for primary communications.

The EOC has one listed telephone line The local telephone company can easily add an additional ____telephone lines to the EOC.

In addition to telephone communications, several town departments utilize radio communications. The Fire Department base radio station is located (at the EOC.) The Highway Department can utilize portable radio communications.

The Fire Department has I cellular telephone in the East Montpelier Rescue vehicle plus the Chief, Deputy Chief and one additional fire fighter have cell phones in their personal rehicles. These can be utilized in addition to the above telephone and radio systems. The local cellular phone company has agreed to make additional cellular phone available to the EOC in an emergency. There is varied reception for cellular usage in the Calais area.

Another important communications resource to the EOC is the Amateur Radio Associates, which is comprised of approximately 100 ham operators, each equipped with their own portable radios which operate on the ham radio frequencies. Club members frequently participate with Calais area emergency response personnel during emergency exercises.

East Montpelier Fire Department and Fast Squad and the Woodbury Fire Department are dispatched through Capital West Dispatch at the Montpelier Police Department at 223-5555. Their primary frequency is 154.190.

The following radio frequencies are used by the East Montpelier and Woodbury Fire Departments and others for normal and emergency communications: **DEPARTMENT**

USE	FREQUENCY			
East Montpelier Fire and Fa Woodbury Fire Department		Primary dispatch frequency Backup dispatch frequency	154.190 154.250	
East Montpelier and Woodl	oury Fire	Fire Ground Frequency	154 295	
Barre Town EMS Ambulan	ce	Hospital Communications	155 340	
Barre Town EMS Ambulan	ce	Ambulance to Ambulance	155.280	
Vermont State Police and Washington County Sheriff		Law enforcement frequency (Channel 2-Statewide)	460.500	
Washington County Sheriff	's Department	Day to Day Operation	460.225	
Town of Calais		Multi use	153.815	
Bruce Transportation		(School Bus)	155.220	
East Montpelier Town		Multi use	154.085	
Woodbury Town		Multi use	154.025	

The Amateur Radio Associates provide emergency nets for alerts for weather/floods and other emergencies where Ham Radio support may be needed.

Contact: Steve Edwards-Emergency Coordinator-879-6760(h), Pager #-290-6760, cell phone-238-6760, 828-2680,828-3669 or 655-1580 for work numbers. Bob O'Brien-223-3171(h), 479-1021(w) Ray and Betty Machell - 479-1872(h), 479-1021(w), 476-4146(w).

TELEPHONE COMPANIES:

NYNEX-Burlington	555-1717
CELLULAR PHONE COMPANIES Bell Atlantic NYNEX Mobile	1-800-696-3955
CellularOne	1-800-676-2355

ANNEX D ALERT AND WARNING Town of Calais, Vermont

AUTHORITY: SEE BASIC PLAN I.

PURPOSE: П.

To identify responsible authorities and the method that will be utilized to alert town authorities and warn the general public

SITUATION AND ASSUMPTIONS: III.

- Situation. A.
 - See Basic Plan. 1.
 - The East Montpelier Fire Chief is the Warning Officer for the Town of Calais. 2
 - The Vermont State Police have the responsibility for alert/notification and for 3. contacting the Fire Chief.
 - Six East Montpelier and four Woodbury fire vehicles are equipped with loud 4. speakers.
 - Door to Door warning will be necessary for part of the population. 5.
 - The Town has a viable alert notification system for Town response personnel and 6. the school department.
- Assumptions: B.
 - See Basic Plans. 1.
 - Fire Vehicles and police vehicles will be available. 2.
 - Fire, Police and volunteers will be utilized for emergency warning and instructions. 3.
 - Local radio will be utilized for emergency warning and instructions to the public. 4.
 - A telephone fan-out may be required for affected industries. 5.
 - Warning time will vary depending on the hazard and speed of onset. Time available can vary from ample to none but will generally allow Town officials sufficient time 6 to evaluate necessary actions.
 - A requirement for warning may be local, area, state or national in origin 7.

MISSION: IV.

To notify the EOC staff and the general public if the situation or hazard requires.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

- A. State Police/Washington County Sheriff/Constable
 - 1. To receive warning notification through the Fire Dept from the State or from the public and disseminate as required.
 - 2 Assist the Fire Department in warning the public
 - 3 To alert the EOC primary staff when EOC is activated.

B Fire Department:

- 1. To disseminate a warning to the public using sirens, public address systems, town agencies, volunteers and the media as required
- 2 Maintenance of outdoor warning devices
- C Emergency Management Agency:
 - To provide liaison with State and Federal agencies.
 - Assure that the State EMA office is aware of the local warning point and that procedures are up to date and operational for reception by Calais if any warning disseminated from the State warning point or proper State agency.
 - Revise and update this annex annually or as necessary with the State Police, Sheriff and Fire Chiefs
 - 4. See that personnel are trained and that warning functions are exercised.
 - 5 Provide liaison with Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.
 - 6. Check with warning officer (Fire Chief) that major industries and other key locations have been notified.
 - 7 See that verification of warnings is made before dissemination by Fire and Police

VI. CONCEPT OF OPERATIONS:

The Vermont State Police have primary responsibility for initial reception of any warning disseminated by the State. If a warning is locally generated it would normally be received by either the State Police, Sheriff's Department or the Fire Department by telephone. Each department has a responsibility to see that the other department is notified. Once this is accomplished the Fire Chief has the responsibility for public notification, assisted by the State Police and Sheriff's Department and the Fire Chief has the responsibility of EOC staff notification. Time permitting, a decision to warn the public and the method to be utilized, will be coordinated with the Emergency Management Director particularly if the method of protecting the public includes sheltering and/or evacuation

VII. COMMUNICATIONS:

Town departments will use the municipal frequency for interface including a land-line to the School department to man their base if the situation so requires. Primary communications

with the media, State and other surrounding local governments will be by telephone. The State Police radio and the Mutual Aid Fire radio systems can be utilized as back-up if necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation indicates, town portable radios, town mobile radio equipped vehicles or messengers will be used.

ANNEX E SHELTER Town of Calais

I GENERAL

A. Authority:

- 1. See Basic Plan 1 A
- 2. U.S. Public Law 4, 58th Congress, January 5, 1905
- 3 U.S. Public law 93-288, Disaster Relief Act of 1974
- 4 Statement of Understanding-FEMA and National Red Cross, January 22, 1982
- 5. Statement of Understanding-Vermont and American Red Cross, March 21, 1985

B Purpose

To define the duties and responsibilities of shelter service in the event of a natural or man made disaster

II. SITUATION AND ASSUMPTIONS:

A. Situation:

- 1. See Basic Plan
- 2. The Town of Calais could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an undetermined period of time.
- 3. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross.
- 4. Activation of shelters will be determined by the Emergency Management Coordinator and will be dependent on the magnitude of the disaster.
- 5. The American Red Cross has both the expertise and experience in operating public shelters.
- 6. Special needs for the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be provided for.

B. Assumptions:

- 1. See Basic Plan:
- 2. The American Red Cross will recruit necessary volunteers to compliment Red Cross staff in shelter operations.
- 3. The Red Cross will coordinate with the Emergency Management Coordinator for any additional support that can be provided by local government agencies.

4. Shelters in the Town of Calais will not normally be stocked. Supplies will be obtained by the Red Cross through local sources when possible.

III MISSION:

To protect the population from the effects of a disaster, or impending disaster, by directing the public to available shelters, performing necessary tasks during the shelter stay, and releasing the shelter occupants when the situation warrants.

IV EXECUTION:

A Organization.

- Emergency Management Coordinator will be the liaison between the Town and the Red Cross Shelter Coordinator.
- 2. Members of the Red Cross and volunteers, recruited from State agencies or local populace, will constitute each individual shelter organization.
- 3. The Emergency Management Coordinator will coordinate outside shelter assistance requested from Town Departments and/or agencies(Police and Fire)

B Alert Notification:

- 1. The Red Cross Shelter Service Coordinator will be notified of the need for shelter services by the Emergency Management Coordinator.
- 2. Notification of other members of the Red Cross Chapter will follow Red Cross Procedures.

C. Emergency Operating Center

- 1. A Red Cross Representative may report to the EOC when necessary to assist in the coordination of shelter operations.
- 2. Status charts may be utilized at the EOC to indicate the location of shelters and available spaces, etc.
- 3. A log of incoming and outgoing messages concerning shelter operations will be maintained.
- 4. Coordination with other emergency services will be accomplished through the Emergency Management Coordinator.
- 5. Primary shelter communications will be by telephone. Radios or messengers may also be utilized when available. If additional radio communications are desired, a request will be coordinated through the Emergency Management Coordinator. The use of Amateur Radio Operators will be considered according to availability.

D. Concept of Operations:

1. Designation of the shelters will be coordinated by Red Cross and the Emergency Management Coordinator as part of this plan. The Red Cross will have a position

- reserved in the Calais EOC.
- 2. The Red Cross will be the sole operator of the Calais emergency shelters. Assistance in feeding may be provided by volunteers. (See Appendix One)
- 3. Fire inspections are routinely performed by the Fire Department in designated shelters.
- Assistance in security, inside and outside, will be coordinated with the *'alais Constable'*.
- 5. Health requirements and inquiries about missing persons will be a Red Cross responsibility assisted by the Town Health Officer, if necessary
- 6 Public information concerning shelters will be coordinated through the Emergency Management Coordinator.
- 7. If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Emergency Management Coordinator
- The Emergency Management Coordinator will be consulted prior to the release of shelter occupants. Public safety will be a major concern in order to assure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.
- E. Training and Exercise
 - 1. It is expected that shelter staffs will be trained by the Red Cross. Town shelter liaison and coordination duties will be developed and participating town personnel trained.
 - 2. If additional or special training is required, it will be coordinated through the Emergency Management Coordinator.
 - 3. Shelter exercises will be held at the request of the Red Cross Exercises will be coordinated by the Emergency Management Coordinator.

To coordinate transportation using school buses contact - Bruce Transportation-229-2233. After work hours contact the Transportation Coordinator-Roberta Bushey-223-5695(h) or Stacy Holden-476-8862(h).

SHELTER LISTING

Calais Elementary School	School	454-7777
Principal-Ken Page	Home	229-2002

There is no backup heat or generator at the Calais Elementary School. There is a megaphone in the school.

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ANNEX F RADIOLOGICAL PROTECTION

Town of Calais, Vermont

PURPOSE

To provide protection for the population of the town from the effects of radioactive materials

SITUATION AND ASSUMPTIONS

Radioactive materials could travel through the town on Vt. Rt. 14. An accident involving a vehicle carrying radioactive materials would be a matter of concern.

CONCEPT OF OPERATIONS

The Emergency Management Director or Coordinator will handle the situation in the same manner as any hazardous materials incident. The area would be secured at an appropriate distance and State assistance would immediately be requested by dialing the HAZMAT HOT LINE:

1-800-641-5005

RADIOLOGICAL OFFICER

The town does not have a Radiological Officer.

ANNEX G LAW ENFORCEMENT

Town of Calais, Vermont

I. AUTHORITY:

- Vermont Statutes Annotated Titles 3, 20, 23
- 2 Public Law 920, 81st Congress (As Amended)

H. PURPOSE:

To provide for disaster and emergency response by police services for the Town of Calais

III. SITUATION AND ASSUMPTIONS:

A. Situation:

- 1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the town.
- 2. The geography of the town, 26,240 acres or 40.99 square miles, 85.934 miles of paved and secondary roads would affect a response to disasters.
- 3. The town has a population of 1,521 (1990 census), located throughout this rural town, which can create a demand for response at widely separated locations.
- 4. There is no town or village police department in Calais.
- 5. Beyond the regular Vermont State Police and Washington County Sheriff's Department normal delivery of services, Calais contracts with the Washington County Sheriff's Department on an hourly basis for any additional patrols.

B. Assumptions:

- 1. Assistance will be available from the Vermont State Police, Washington County Sheriff, and area law enforcement agencies during a major disaster or emergency affecting Calais.
- 2. Assistance may be secured from outside the town of Calais by requesting aid from the State of Vermont through Vermont Emergency Management.

IV. MISSION:

- 1. Protection of Life and Property.
- 2. Maintaining law and order.
- 3. Emergency traffic control
- 4. Crowd control
- 5. Assisting in evacuating.
- 6. Assisting in warning of residents.

V. ADMINISTRATION AND LOGISTICS:

- 1. Normal channels will be used for day-to-day operations
- 2 Emergency supplies and equipment will be secured through area supply agencies and administered by the State Police/Sheriff's Department or his designee
- 3. Emergency funding will be requested through the Emergency Management Director before, during, after disasters or emergencies.
- 4. Legal questions will be referred to the town attorney
- Records of purchasing and disbursements applicable to the disaster/emergency will be kept through normal procedures

VI. CONCEPT OF OPERATIONS:

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted

- 1. All off-duty personnel will be called in.
- 2. All personnel will be placed on stand-by
- 3. All equipment will be checked and prepared for use.
- 4. Feeding and lodging of emergency personnel will be instituted.
- 5. Security, and protection of departmental personnel will be maintained by the Department or by calling in other area law enforcement agencies.
- 6. Area police assistance is provided and coordinated through the (State Police) Dispatch center.
- 7. Evacuation of endangered areas will be accomplished using mobile public address system followed by a door- to-door check, with transportation to shelters coordinated with the Emergency Management Director or designee.
- 8. The State Police/Sheriff's Department, or designee, will report to the EOC, if activated, to provide direction and coordination of police functions.
- 9. The State Police/Sheriff's Department will recommend activation of the EOC if circumstances indicate.
- 10. Alternate EOC may be mobile units.

VII. DIRECTION AND CONTROL:

- 1. Maps and markers, charts, etc., needed to display the following information will be located in the EOC and maintained by the Emergency Management Director and the Emergency Management Coordinator:
 - A. Deployment of Personnel.
 - B. Location of vehicles.
 - C. Lodging (Shelter) areas.
 - D. Location of emergency command post (field).
 - E. Location and nature of problem(s).
 - F. Weather information.

- G.
- Type and location of disaster area.

 Location of identified high hazard areas. l-I
- Other pertinent information. 1.

VIII. COMMUNICATION:

Twenty-four hour dispatch is covered by Vermont State Police at 229-9191. Į

ANNEX H FIRE AND RESCUE Town of Calais, Vermont

I. AUTHORITY:

- 1. State Law #231 Acts of 1965 (as amended)
- 2 Chapters 1 and 3, Title 20, VSA 1951 (as amended)
- 3 U.S. Public Law 920, 81st Congress, 1950 (as amended)
- 4 Mutual Aid Compacts VSA, Title 20, Chapter 175 Section 2981-2992

H. PURPOSE:

To develop a plan that will assist in minimizing damage to property, save lives, and improve recovery in the event of an emergency/disaster requiring a response from the Town Fire Department personnel.

III. SITUATION AND ASSUMPTIONS:

- Calais does not have it's own fire department. The East Montpelier and Woodbury Fire Departments have the primary responsibility of responding to emergencies in the Town where fire, or threat of fire may exist.
- 2. They have a responsibility for responding to fire emergencies outside Calais through mutual aid compacts with Rural Vermont Mutual Aid and Plainfield, Marshfield, Worcester and the Montpelier Fire Departments.
- The Fire Departments can expect assistance from other Town agencies and departments upon request.
- 4. Fire Department personnel assisted in the development of hazard analysis for the Town. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies (see all-hazard analysis Page 7).

IV. MISSION:

- 1. To limit or prevent loss of life and property from fires or threat of fires.
- 2. To assist in warning and evacuation.
- 3. To assist and cooperate with other Town agencies and departments responding to disaster.

V. ADMINISTRATION:

- 1. The East Montpelier and Woodbury Fire Chief's are both elected by their Departments.
- 2. The East Montpelier Fire Department is normally composed of 27 volunteers

including 7 officers, and up to 19 additional volunteers. The Woodbury Fire Department is normally composed of 22 volunteers including 5 officers and 17 additional volunteers. There are 17 Fast Squad members associated with the East Montpelier Fire Department including ten EMTs and seven ECAs. The Woodbury Fire Department has one EMT (D), two EMT (B) and three ECAs.

- 3. The Department is continuously in the process of re-evaluating pre-fire plans for schools and major industries within the Town.
- 4. A copy of the resource inventory is included as part of this Annex and Annex K identifies the type and locality of major pieces of equipment
- 5. The Fire Chief has responsibility for updating this annex on an annual or as needed basis and coordinating changes with the Emergency Management Coordinator.

VI. CONCEPT OF OPERATIONS:

- 1. Operations of the Fire Department require a rapid and coordinated response
- 2. Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and portable radios and will normally be notified by the Capital West Dispatch located in Montpelier if a response by the Department is required.
- 3. Telephone fan-out can be used as a back-up
- 4. The Fire Officer in charge of the incident has responsibility for requesting additional assistance through *the Fire Station base radio*.
- 5. Initial Response will include an evaluation of the on-scene situation, establishment of a command post, if necessary, and identification of a staging area if additional assistance is required.

VII. RESPONSIBILITIES:

- A. Fire Chief or Designee:
 - 1. Responding to fire or threat of fire.
 - 2. Any rescue work needed, then protecting exposures as required and extinguishing fires.
 - 3. Assisting other Town agencies, if requested, when life or property is threatened.
 - 4. Assisting in dissemination of warning.
 - 5. Recommending and assisting in evacuation if situation warrants.
 - 6. Requesting assistance from Mutual Aid System and other town agencies/departments.
 - 7. Keeping proper authorities informed of situation.
 - 8. Normal operation of the Fire Department.

B. Fire Department Officers

- 1. Must have ability and knowledge to service as officer-in-charge at an incident until superior officer or chief is on-scene and assumes control.
- 2. Knowledge and skills to perform day-to-day operations as described in staff duties.

3. Other specific or related fire response duties as assigned by the Chief or Officer-in-Charge at the scene or as indicated in standard operations procedures.

VIII. DIRECTION AND CONTROL:

Direction and control, as a function, is covered in Annex A

- 1 Requests for off-site assistance shall be requested by the Officer in charge through the Fire Department base station.
- 2. A command post shall be established at the scene with responding agencies reporting on arrival
- If the situation warrants the opening of the Town's Emergency Operations Center, the Officer in charge shall assure that communications with the EOC are established and he or a designee shall go to the EOC to provide information and coordination

The East Montpelier Templeton Road Fire Station has 3,000 square feet of space and the Village station has 1,000 square feet of space. The Woodbury Fire Station has 1,954 square feet in one building and 1,221 square feet in a second building

IX. COMMUNICATIONS:

- 1. The East Montpelier and Woodbury Fire Stations both have base radios. The radios are on 154.190, 154.250,154.295, 154.085, 153.815, 154.025, 155.220, 151.475 and and 155.340. These frequencies are used both for two-way communications and dispatch. On-Scene communications frequency is 154.295.
- 2. Fire apparatus is radio equipped with these frequencies.
- 3. Standard procedures call for a person to be stationed at the Fire Station base radios if the Department responds.
- 4. The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.

X. WARNING:

- 1. The Fire Chief, or Officer in charge if the Fire Chief is not available, has the responsibility as Town Warning Officer of disseminating severe weather warnings.
- 2. The Fire Chief, or designee, has the responsibility of assisting in warning the population in an area recommended for evacuation.

XI. SHELTER:

If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Emergency Management Director.

XII. TRAINING/EXERCISES

The Fire Chief has the responsibility for on-going training and exercising of the Department It is expected that the Department may be asked to coordinate with the Emergency Management Agency in an annual exercise involving other Town departments.

XIII. RESOURCES

East Montpelier and Woodbury Fire Department Equipment

The East Montpelier Fire Department has six vehicles including. 1995 International 1,000 gallon capacity pumper/tanker, rated at 1,250 gpm and two 10 gallon tanks one for Class A foam and the other for Class B foam, also there are 1,100 feet of 4 inch hose, 500 feet of 2 inch hose and 750 feet of 1.75 inch hose. This engine also carries 6 MSA positive pressure breathing apparatus and 7 extra tanks, located at the E Montpelier Village Station;

1972 Ford/Maxim pumper, refurbished by Dingee Machine Co. in 1990 as a 1,000 gallon capacity tanker/pumper, rated at 1,000 gpm with a 5 gallon Robwen Class A foam proportioner and carries 1,200 feet of 4 inch hose, 400 feet of 2 inch hose, 400 feet of 1.75 inch hose and 250 feet of 2.5 inch hose. This engine has 6 MSA positive pressure air packs with 2 extra air tanks and a 1,250 gallon portable water tank. Located at the Templeton Road Station;

1980 GMC/Middlesex 750 gallon capacity pumper, rated at 1,000 gpm and carries 350 feet of 1.5 inch hose, 250 feet of 1.75 inch hose, 400 feet of 2 inch hose and 1,800 feet of 2.5 inch hose and 2 MSA positive pressure breathing apparatus with 6 extra bottles. This engine is located at the Templeton Road station;

1967 Ford/Middlesex water tanker refurbished in 1986 by Middlesex Fire Equipment as a 1,250 gallon water tank, there is a 250 gpm rated pump permanently mounted on the apparatus, with 400 feet of 2 5 inch hose, 150 feet of 2 inch hose and 250 feet of 1.5 inch hose and a 1,250 gallon portable tank and 5 spare air bottles. Located at the Templeton Road Station;

1977 Dodge pickup with a 250 gallon booster tank and 250 gpm portable pump and grass and brush fire fighting equipment. Located at the Templeton Road station;

1974 GMC/Dorr Brothers light rescue with walk in body with outside compartments carrying Lukas hydraulic tool and other fire and emergency medical equipment. Located at the East Montpelier Village station. There are 34 air tanks and 15 regulators.

The Woodbury Fire Department has four vehicles including. 1976 International 1,000 gallon capacity pumper rated at 750 gallon, it includes 500 feet of 2.5 inch hose, 550 feet of

1.75 inch hose, 2,500 watt portable generator and portable lights;

1987 International 1,000 gallon capacity pumper rated at 1,000 gpm, with a gas powered fan, speedy dry, vehicle extraction tools(air chisel, pry bars), 1,500 feet of 3 inch hose, 550 feet of 1 75 inch hose;

1980 International 1,500 gallon capacity water tank with a portable pump rated at 250 gpm, 110,000 BTU portable space heater;

1976 Dodge 4x4 pick-up with 300 gallon capacity tank and 250 gpm rated portable pump, 12 Indian pumps and other brush/forest fire fighting equipment

RADIO FREQUENCIES

Primary frequency for dispatch of the East Montpelier and Woodbury Fire Departments and the Barre Town EMS Ambulance is 154.190.

Fire Ground Frequency for the Fire Departments and the Ambulance is 154.295. The frequency used by the Barre Town EMS Ambulance for communications with the hospitals is 155.340.

ANNEX I DEPARTMENT OF PUBLIC WORKS Town of Calais, Vermont

I. AUTHORITY:

- 1. Vermont Statutes Annotated, Title 20, 1951, (As Amended, Chapter 1, 3.)
- 2. U.S. Public Law 920, 81st Congress, 1950 (As Amended).

II. PURPOSE:

To assign responsibilities and outline a method for the Department of Public Works to safeguard lives and property in the event of a disaster as defined in the Calais Town Emergency Management ordinance.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

- 1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the Town. (See Basic Plan)
- 2. The geography of the Town, 26,240 acres or 40.99 square miles, which is rural in nature. There are no railroads in Calais and the Kingsbury Branch of the Winooski River and the Pekin Brook, as well as being at the intersection of Vt. Rt. 14 and Lightening Ridge Road and Vt. Rt. 14 and Marshfield Road could affect a response to disasters.

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3. The distribution of the Town population 1,521 (1990 census), throughout the Town could create a demand for response to different locations.

B. Assumptions:

- 1. Assistance will be available from other Town departments, local communities, and State agencies, during/after a major disaster or emergency affecting the town.
- 2. Assistance may be secured from outside of Calais and from the State of Vermont through Vermont Emergency Management.
- 3. Assistance requested from the Highway Department will be provided by the Emergency Management Director in the event such assistance can be spared.

IV. MISSION:

To provide manpower, vehicles, and equipment to maintain roadways and town water supply and sewer system, and to assist other Town agencies, when requested, with personnel, material and equipment, before, during and after disasters or emergencies.

V. ADMINISTRATION AND LOGISTICS:

- 1. Normal channels will be used for day to day operations.
- 2. Emergency supplies will be secured by the Town Selectmen
- 3. Emergency funding will be requested through Emergency Management Director before, during, and after disaster/emergencies
- 4. Legal questions will be referred to the town attorney
- 5. Records of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

VI. WARNING:

- 1. The Highway Department will receive warning of a disaster or emergency through communications by telephone, municipal radio or messenger, or via the State fan out system. (as described in Annex D).
- 2. They may also receive notification from:
 - A. The Emergency Management Director
 - B. The Police and/or Fire Department
 - C. The Emergency Management Coordinator
- 3. The Commissioner is on 24-hour call and can be reached by telephone.
- 4. A highway workman is available to be on duty during winter months at the Town Garage. "Winter" is determined by weather rather than by calendar.
- 5. A fan-out list for key personnel in the highway department is posted in the Town office and in the highway garage.

VII. CONCEPT OF OPERATIONS:

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

- 1. The Chairman of the Board of Selectmen or designee, will report to the EOC, if activated, to provide direction and coordination of public works functions
- 2. The Chairman of the Board of Selectmen or designee, will recommend activation of the EOC if circumstances indicate.
- 3. Pre-impact preparations:

- A Notify key public works personnel
- B Assign duties and crews
- C. Check all appropriate equipment
- D. Check fuel supply
- 4. If necessary to restore or maintain essential services:
 - A Call in former or retired department employees
 - B Make use of local contractors.
 - C Contact Vermont Emergency Management through the Emergency Management Director or designee for State and/or federal assistance

VIII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

- A. The Commissioner of the Highway Department is responsible for:
- Day to day and emergency operations of their department, and coordination with other Town agencies
- An up-to-date inventory of departmental resources and personnel maintained at the Town office with a copy at the town garage office
- 3 Clearing of debris from town roads.
- 4. Coordination of emergency transportation through the Emergency Management Director or Coordinator.
- 5. Emergency operations training for department personnel.
- 6. Maintenance and repair of department emergency vehicles by department personnel.
- 7. Maintaining and updating this annex, annually or as needed, as part of the Town's emergency operations plan; testing or evaluating it annually in coordination with the Emergency Management Coordinator.
- 8. Reporting to the EOC, if opened, and/or recommending opening the EOC if the situation warrants.
- 9. Emergency operations are under the general direction of the Emergency Management Director or Coordinator.
- B. The Road Foreman is responsible for:
 - 1. Day to day maintenance equipment.
- 2. Emergency operations instructed by the Commissioner or in the Commissioner's absence, under the general direction of the Emergency Management Director or designee.

IX. DIRECTION AND CONTROL:

- 1. Emergency Management office is located at the East Montpelier Fire Station located on Templeton Road.
- 2. The Commissioner's office is located at the Town Garage located on Rt. 14.
- 3. Direction and control of emergency forces is accomplished from the town highway

- garage under normal operating conditions and from the Town of Calais EOC, if activated for an emergency.
- 4. Maps and markers needed in the EOC to display operational activity, nature of problems, location and condition of personnel and equipment and means for further action will be placed and maintained by the appropriate Commissioner of Highways and the Emergency Management Coordinator.

X. COMMUNICATIONS:

- 1. Day to day and emergency communications are maintained and operated from the highway garage.
- 2. The department has a radio capability for communicating with other municipal departments on the municipal frequency.

The Calais Highway Department Radio Frequency is 153.815.

The frequency is compatible with the East Montpelier and Woodbury Fire Departments and the Town Clerk's Office.

The Calais Highway Department phone number is 456-7466. After hours Highway Commissioner Donald Moulton-454-7124, Lloyd Dailey-456-8874, Ed Rowell-456-8785.

East Calais Fire District #1-Chet Briggs-456-7456(h)

XI. TRAINING AND EXERCISING:

- 1. Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
- 2. Test exercises for department personnel will be conducted in cooperation with the Calais Town Emergency Management Director and/or Coordinator.

ANNEX J EMERGENCY PUBLIC INFORMATION Town of Calais, Vermont

I. GENERAL:

- A. Authority See Basic Plan.
- B. Purpose To outline the role of the Public Information service in the event of a natural or man-made disaster.

II. SITUATION AND ASSUMPTIONS:

- A. Situation:
 - 1. See paragraph II., A., Basic Plan.
 - 2. WDEV can provide information and instructions to the public during an emergency.
 - Radio Station WDEV is the authorized emergency broadcasting station (EBS), authorized to provide immediate information and instructions during an emergency.
- 4. The Times Argus newspaper will be asked to publish informational and instructional material when the situation warrants.
- B. Assumptions:
 - 1. See Paragraph II., B., Basic Plan.
 - 2. Radio Station WDEV has emergency power to remain on the air in the event of a power failure.
 - 3. The Times Argus does not have emergency power.
- 4. The local news media will be asked to cooperate with the public information officer in providing information and instructions to the public in an emergency.
- 5. The Public Information Officer, (the Chairman of the Board of Selectmen), or designee will ensure that the Emergency Public information package is printed and distributed to the public.

III. MISSION:

To provide accurate and official information and instructions to the people through all available media before, during and after emergencies.

IV. EXECUTION:

- A. Organization:
- 1. The Public Information Officer, or designee, will select personnel to assist in providing fast accurate reporting during emergencies.

- B. Warning:
 - 1. The Public Information Officer, or designee, will be alerted by Emergency Management if required, when any emergency situation exists.
 - 2. The Public Information Officer or designee will alert his/her assistants.

C. Concept of Operations:

- 1. The Public Information Officer, or designee, will report to the EOC or alternate EOC when requested by the Emergency Management Director.
- The Public Information Officer, or designee, will coordinate the collection and evaluation of information instructions for the public.
- All releases, information, instructions will be cleared with the Emergency Management Director before being disseminated to the Public.
- 4. No releases will be made concerning bomb threats at the schools.

D. Assignment of Responsibilities:

The Public Information Officer, or designee, will be responsible for the following

- 1. Maintaining a list of local news media personnel within the city together with their phone numbers.
- 2. Maintaining any other material necessary to carry out their assignment.
- 3. Maintaining a file of all news releases.
- 4. Establishing an information center at the EOC for the media.
- 5. Preparing appropriate news releases. (See Appendix Two.)
- 6. Coordinating information for public release with the other emergency services.
- 7. Contacting the Emergency Broadcast Station, WDEV to determine EBS entry.
- 8. Notifying the public of information and instructions outlined in the Emergency public information package and assuring that the package is up to date.
- 9. Establishment of rumor control center.

E. Training and Exercises:

- 1. Training The Public Information staff will undergo training as necessary.
- 2. Exercises Test exercises may be conducted annually. The Public Information Officer will participate in, or at least be present, at the exercise.

V. ADMINISTRATION AND COMMUNICATIONS:

A. Administration:

1. The Public Information Officer will review this Annex for any possible changes on an annual basis and will coordinate revision s and/or updates with the Emergency Management Director.

B. Communications:

1. The primary communications between the public information officer and news media will be by telephone.

RADIO STATIONS NUMBER	TELEPHONE
WDEV 550 AM/96.1 FM (EBS STATION) Waterbury	1-800-639-9338 802-244-7321
WSNO 1450 AM Barre (EBS STATION)	476-4168
WORK 107.1 FM Barre (EBS STATION)	476-7448
WSKI 1240 AM Montpelier	223-5275
WGDR 91.1 FM Goddard College, Plainfield	454-7762
WCVR 102.1 FM Randolph	728-4411
TELEVISION STATIONS	TELEPHONE NUMBER
WCAX -TV Channel 3, Montpelier	223-5264
WNNE-TV Channel 31, Hartford	295-3100
Videovision Channel 7, 37 (Public Service Channels) on Helicon Cable	476-4160
REGIONAL NEWSPAPERS	TELEPHONE NUMBER
TIMES ARGUS-BARRE	479-0191
THE WASHINGTON WORLD-BERLIN	479-2582
BURLINGTON FREE PRESS-BURLINGTON	229-9141
HARDWICK GAZETTE-HARDWICK	472-6521

ANNEX K RESOURCE MANAGEMENT Town of Calais, Vermont

This Annex contains the lists of resources available to the Town of Calais, Vermont in an emergency or disaster situation.

- 1. Highway Department Equipment one bucket loader, three 5 ton dump trucks; one 1 ton dump truck; two graders; sand stockpile.
- The East Montpelier Fire Department has six vehicles including: 1995 International 1,000 gallon capacity pumper/tanker, rated at 1,250 gpm and two 10 gallon tanks one for Class A foam and the other for Class B foam, also there are 1,100 feet of 4 inch hose, 500 feet of 2 inch hose and 750 feet of 1.75 inch hose. This engine also carries 6 MSA positive pressure breathing apparatus and 7 extra tanks, located at the E. Montpelier Village Station;

1972 Ford/Maxim pumper, refurbished by Dingee Machine Co. in 1990 as a 1,000 gallon capacity tanker/pumper, rated at 1,000 gpm with a 5 gallon Robwen Class A foam proportioner and carries 1,200 feet of 4 inch hose, 400 feet of 2 inch hose, 400 feet of 1 75 inch hose and 250 feet of 2.5 inch hose. This engine has 6 MSA positive pressure air packs with 2 extra air tanks and a 1,250 gallon portable water tank. Located at the Templeton Road Station;

1980 GMC/Middlesex 750 gallon capacity pumper, rated at 1,000 gpm and carries 350 feet of 1.5 inch hose, 250 feet of 1.75 inch hose, 400 feet of 2 inch hose and 1,800 feet of 2.5 inch hose and 2 MSA positive pressure breathing apparatus with 6 extra bottles. This engine is located at the Templeton Road station;

1967 Ford/Middlesex water tanker refurbished in 1986 by Middlesex Fire Equipment as a 1,250 gallon water tank, there is a 250 gpm rated pump permanently mounted on the apparatus, with 400 feet of 2.5 inch hose, 150 feet of 2 inch hose and 250 feet of 1.5 inch hose and a 1,250 gallon portable tank and 5 spare air bottles. Located at the Templeton Road Station;

1977 Dodge pickup with a 250 gallon booster tank and 250 gpm portable pump and grass and brush fire fighting equipment. Located at the Templeton Road station;

1974 GMC/Dorr Brothers light rescue with walk in body with outside compartments carrying Lukas hydraulic tool and other fire and emergency medical equipment. Located at the East Montpelier Village station.

There are 34 air tanks and 15 regulators, 15 KW generator, Jon Boat; MSA Multigas meter for Carbon Monoxide, Percent of Lower Explosive Limit and Oxygen.

The Woodbury Fire Department has four vehicles including: 1976 International 1,000 gallon capacity pumper rated at 750 gallons, it includes 500 feet of 2.5 inch hose, 550 feet of 1.75 inch hose, 2,500 watts portable generator and portable lights; a 1987 International 1,000 gallon capacity pumper rated at 1,000 gpm, with a gas powered fan, speedy dry, vehicle extraction tools(air chisel, pry bars), 1,500 feet of 3 inch hose, 550 feet of 1.75 inch hose; 1980 International 1,500 gallon capacity water tank with a portable pump rated at 250 gpm, 110,000 BTU portable space heater; 1976 Dodge 4x4 pick-up with 300 gallon capacity tank and 250 gpm rated portable pump, 12 Indian pumps and other brush/forest fire fighting equipment; Carbon Monoxide meter.

- 3. List any snowmobile or ATV clubs in Calais; list any other small boat owners who could provide marine assistance
- 4. List any portable generators in town
- 5. List any private contractors and equipment they have that is available in the event of an emergency.

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12.

There are 34 air tanks and 15 regulators, 15 KW generator, Jon Boat; MSA Multigas meter for Carbon Monoxide, Percent of Lower Explosive Limit and Oxygen.

The Woodbury Fire Department has four vehicles including. 1976 International 1,000 gallon capacity pumper rated at 750 gallons, it includes 500 feet of 2.5 inch hose, 550 feet of 1 75 inch hose, 2,500 watts portable generator and portable lights; a 1987 International 1,000 gallon capacity pumper rated at 1,000 gpm, with a gas powered fan, speedy dry, vehicle extraction tools(air chisel, pry bars), 1,500 feet of 3 inch hose, 550 feet of 1.75 inch hose; 1980 International 1,500 gallon capacity water tank with a portable pump rated at 250 gpm, 110,000 BTU portable space heater, 1976 Dodge 4x4 pick-up with 300 gallon capacity tank and 250 gpm rated portable pump, 12 Indian pumps and other brush/forest fire fighting equipment; Carbon Monoxide meter.

3.	List any snowmobile or ATV clubs in Calais; list any other small boat owners who could provide marine assistance
4.	List any portable generators in town
5.	List any private contractors and equipment they have that is available in the event of an emergency
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ANNEX L HAZARDOUS MATERIALS Town of Calais, Vermont

I. AUTHORITY:

- 1. U. S. Public Law 920, 81st Congress 1950 (as amended)
- 2. Title 20, Chapter 1 and 3, VSA annotated
- 3 29 CFR 1910.120 (OSHA Regulations)
- 4. Superfund Amendment and Reauthorization Act (SARA Title III, 1986

H. PURPOSE:

To provide a hazard analysis of hazardous materials that are located in the town of Calais. The analysis includes fixed facilities as well as hazards on railways and highways. This annex provides information regarding the town's response to a hazardous materials emergency.

Information regarding follow-up procedures to a hazardous materials emergency is also included.

This annex lists hazmat training and plan exercise requirements.

III. HAZARD ANALYSIS:

1.1. Summary of Hazardous Materials Incidents

A few minor HAZMAT incidents have occurred in the Town of Calais in the last decade. Propane gas leaks in homes, and spills or leaks at storage facilities are not uncommon. Because propane is stored and moved frequently and in high volumes, it can be expected to be involved in a high percentage of HAZMAT incidents.

1.2. Hazards Identification

The hazards identification provides information on the facility and transportation situations that have the potential for causing injury to life or damage to property and the environment due to a hazardous materials spill or release. The hazardous materials in use at the fixed facilities and in transportation and the associated nature of the hazards are indicated in this section.

FACILITY NAME

TELEPHONE NUMBER

Town of Calais Municipal Garage

456-7466

1.2.1. Extremely Hazardous Substances

No businesses in Calais submitted Tier II forms to the Vermont Department of Public Safety during the first quarter of 1996 for the use of Extremely Hazardous Substances (EHS) materials.

1.2.2 Flammable and Combustible Liquids

The largest quantities of hazardous materials used in Calais are flammable or combustible liquids: heating fuels and automotive fuels. The town has two automotive fuel dispensers, General Store of East Calais and the Calais Town Garage There are no heating fuel distributors in Calais. The largest user of diesel fuel, the Calais Town Garage stores diesel fuel in an underground storage tank.

The town has one automotive fuel dispensing stations dispensing various grades of gasoline from underground storage tanks. This tank is 8,000 gallons in size. This facility is permitted by the Underground Storage Tank Program of the Vermont Hazardous Materials Management Division. The division has been notified of the existence of three underground storage tanks in Calais.

The types of HAZMAT incidents that should be anticipated at automotive fuel and heating fuel dispensing depots include spills, leaks, fires, and explosions. Spills typically result from improper valve lineups when transferring fuel or from over-filling a tank. The severity of a spill incident depends on the amount of product spilled, whether the spill is inside or outside a spill containment area, and the proximity of the spill to surface water.

Leaks can be considered a type of spill that occurs over a long period of time. If undetected, a small leak from an underground storage tank or above ground tank can result in the loss of hundreds of gallons of product with a high probability for the contamination of groundwater. In some cases, water supplies have been adversely impacted. Although the intensity of the response to leaks is less than the response to fires or spills, the ultimate costs of investigation and remediation can be significantly greater. The Vermont Agency of Natural Resource's Hazardous Materials Management Division will typically monitor a leak situation for several years.

The potential for fires and explosions is related to the flash point of the liquid. Gasoline and propane have lower flash points and can be easily ignited immediately after a breach of their containment if an ignition source, such as a highway flare or hot exhaust manifold, is present. If the release occurs in a confined space, the probability of ignition and explosion is even greater. Fuel oil has a higher flash point and will generally ignite only if the liquid is heated to a temperature high enough to cause the release of a large volume of vapors.

1.2.3 Other Hazardous Materials at Fixed Facilities

A number of auto body repair facilities in the town use flammable cleaning solvents in small quantities. The materials are typically purchased in five to fifty-five gallon containers, inventories maintained on-site are generally not significant.

1.2.4 Transportation of Hazardous Materials Through Calais

1.2.4.1 Highway

Highway corridor monitoring information is unavailable for the town of Calais. Vehicle accidents are most frequently caused by poor visibility or poor road conditions, but can be exacerbated by high traffic volume, vehicle equipment failure, and impaired driver response due to drinking or other conditions. Typical hazardous materials moving over Vermont Route 14 in bulk quantities would include fuel oil, gasoline, propane, and mixed gases

1.3 Vulnerability Analysis

The impact of a hazardous materials release in Calais will depend on the location of the incident, the characteristics of the release, and the size and types of vulnerable populations and receptors in the impact area. The areas considered most vulnerable include the populated village of East Calais, water supplies, and the sensitive environmental areas adjacent to the tributaries of the Kingsbury Branch of the Winooski River. Major incidents occurring on Vermont Route 14 could disrupt traffic and essential services along this corridor until corrective action has been completed. This corridor is identified as the most probable location of a major incident.

1.4 Risk Analysis

The probability of occurrence of a given hazardous materials incident scenario will depend on many factors. The following assessment assigns moderate and high probabilities to a variety of potential incidents, and discusses the potential consequences of a release.

POTENTIAL HAZARDOUS MATERIALS INCIDENTS PROBABILITY AND IMPACT ASSESSMENT

Moderate Probability of Occurrence

Fixed Facility Accident Involving Flammable Liquids -The number of commercial, institutional, and industrial facilities storing flammable liquids or propane gas suggests that fires involving these materials will represent a significant portion of the future hazardous materials response activities in Calais. If this incident were to occur, structural fires could result where storage is near or inside buildings. Loss of life or extensive property damage often accompany these fires

Vehicle Accident Involving Mixed Gases - This incident could result in the release of several hundred pounds of acetylene, oxygen, or other unidentified gases used commercially. The most probable hazard associated with these gases is their flammability Small quantities of oxidants, toxic gases or asphyxiants (such as carbon dioxide) could also be present. The potential for harm beyond the immediate area of the incident would appear to be small unless bulk quantities are involved.

High Probability of Occurrence

<u>Vehicle Accident Involving Flammable Liquids</u> - Based on the large number of vehicles transporting flammable materials relative to other hazardous materials, this hypothetical incident is considered more probable than the others. The presence of a fire condition is likely. The incident would disrupt traffic flow and could result in casualties from smoke inhalation or burns to those people immediately involved in the accident or response. A spill of the liquid to surface water or soil is likely.

<u>Fixed Facility Incident Involving Fuel Oil</u> - Because these fuels are almost universally used for space heating in Calais, small leaks or spills should be expected. The consequences of a release could be minor but could also involve structural fires with a large potential for property damage and loss of life.

IV. CONCEPT OF OPERATIONS:

2.1 First Responders Emergency Action Checklist

Most emergency incidents have the potential to involve hazardous materials. The first responder at the scene must immediately assess this potential; further action shall be in accordance with these procedures.

FIRST RESPONDERS EMERGENCY ACTION CHECKLIST

- * If the scene is on a public highway, immediately take precautions to <u>WARN</u> other vehicles so that subsequent collisions will not occur. Establish traffic control.
- * Assess the situation for the presence of hazardous materials, downed wires, spilled fuels, unstable conditions. Record placard numbers, and other information to complete assessment in cruiser or engine. Maintain a safe distance from hazards Stay upwind and upgrade
- * Use the DOT Emergency Response Guidebook to identify hazardous materials and to identify the hazards of the specific materials involved.
- * Complete the Hazardous Materials Incident Information Summary form.
- * Notify the Police Dispatch or Fire Dispatch Dispatch will in turn notify the Emergency Management Coordinator Provide incident in formation and recommendations for additional resources. If hazardous materials are present, do not attempt to extricate persons or stop leaks.

2.2 <u>Hazardous Materials Incident Information Summary</u>

A supply of Hazardous Materials Incident Information Summary forms are kept at the *East Montpelier and Woodbury* Fire Departments.

HAZARDOUS MATERIALS INCIDENT INFORMATION SUMMARY

Caller Name:	Caller Phone:	
Receiver Name [.]	Date/Time	
Location:		
Nature of Incident:		
Local Terrain Conditions		
Material and Hazard Class Involved: _		
Physical State of Material:		
Other Physical Hazards (fires, flooding	, utility lines, ice, etc.)	
Amount of Material Released:		
Persons at Risk		
Injuries or Deaths:		
Personnel On-Scene:		
Additional Resources Required:		
Carrier Name (If Transportation Relate	ed):	
Placard Information: The forms are intended to allow allow follow-up action to be direction.	v an efficient and complete first assessment of the incident rected and appropriate response resources to allocated.	to

2 3 <u>Notification of Response Agencies</u>

TELEPHONE ROSTER

Ambulance	Barre EMS Ambulance	223-5555
FAST Squad	East Montpelier FAST Squad	223-5555
Fire Dispatch	East Montpelier and Woodbury Fire Department	223-5555
Police	Vermont State Police - Middlesex	229-9191
Town Clerk	Calais Town Clerk	223-5952
Hospital	Central Vermont Hospital	371-4100
Red Cross	Rutland	1-802-773-9159
*National Response Center		1-800-424-8802
*Vermont Hazmat Hotline		1-800-641-5005

* For a chemical release of a CERCLA hazardous substance or a SARA Extremely Hazardous Substance above the reportable quantity, immediate notification must be provided to the National Response Center and the Vermont HAZMAT Hotline.

The information contained on the Hazardous Materials Incident In formation Summary form should be reported. Under state and federal law, primary responsibility for notifying these agencies belongs to the carrier or facility owning or transporting the material.

Written report requirements are included in Section 3.1 of this annex. The written reports need to be filed as part of the incident recovery portion of the response.

2.4. <u>Direction and Control</u>

During a hazardous materials incident requiring implementation of this plan, the Incident Commander shall direct and coordinate all response activities. A command post may be established at the scene or at police headquarters as deemed appropriate by the nature of the incident. The emergency services in the field shall maintain communications with the Incident Commander by radio or telephone.

INCIDENT COMMANDERS EMERGENCY ACTION CHECKLIST

- * Evaluate the release using all available product hazard, monitoring and release quantity information. Define the threat to area residents or others in the area. Establish "Hot Zones," and restricted access areas.
- * Identify immediate steps to protect the lives of area residents, other persons traveling on the highway or railroad, and emergency responders. Establish Personal Protection Protocols as appropriate to the identified hazards.
- * Implement the Alerting and Warning provisions of this plan as appropriate.

- Identify additional resources that may be required. Call for backup forces to wait in nearby staging area.
- * Establish the hazard zone. Establish entry and exit checkpoints for contamination areas.
- Notify local and state authorities of the incident.
- Prepare public information statements.
- * Coordinate the emergency response activities of emergency rescue, fire, and police services
- * Based on the evolving nature of the incident, continuously re-evaluate the need to evacuate residents and others in the area.
- * Within the limits imposed by the exposure hazards of the incident and the training levels of the responders, contain spill materials by building dams or dikes Remove uninvolved materials from threatened areas if feasible. Apply cooling water spray to containers threatened by fire.

2 5 Alerting and Warning

Public warning of a hazardous materials incident can be made over local radio and television stations if necessary by activating the Emergency Broadcast System. EBS can be activated through the 24-hour Department of Public Safety HAZMAT Hotline telephone number. Callers should provide the information summarized on the Hazardous Materials Incident Information Form.

VERMONT HAZMAT HOTLINE (for EBS)

1-800-641-5005

Loudspeakers are available in fire trucks and police cruisers. These could be used to provide instructions to residents in a local area. Door to door warning procedures may also be used.

2.6 <u>Emergency Information</u>

Official information and instructions to the public will be disseminated by the Emergency Management Coordinator when in his/her judgement a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should

explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, involving more than one family for more than 12 hours, a place of refuge will be designated

A sample emergency message would be "At (. time), Calais emergency personnel were notified that an incident had occurred, resulting in the release of toxic chemicals. Residents of (the specific area involved) are advised to leave the area immediately.

All efforts are being made to control the release Local, state and Federal officials have been notified. Additional details will be released as they become available "

2.7 Protective Actions for Citizens

If there is an immediate life-threatening situation, the Emergency Management Coordinator may order a precautionary evacuation of affected areas. Once the decision to evacuate has been made, the following procedures will be carried out:

- 1. Persons in the designated area will be notified by loudspeaker or word of mouth that the area must be evacuated. The Calais Constable will assume primary responsibility for carrying out these Alerting and Warning procedures.
- 2. The State Police will set up road blocks to control access to and from the area.

Sheltering of residents or others in buildings may be an effective alternative to evacuation when the duration of a release is expected to be short and when mass evacuation could result in greater exposure to risk. Persons who take shelter in-place should observe the following procedures:

- Close all doors and windows.
- * Disconnect air conditioners and fans.
- Lower the thermostat setting of any heater to minimize the intake of external air.
- * Do not leave the structure until an "all-clear" has been sounded or an official announcement has been made that the emergency situation has ended or been down graded.

2.8 Law Enforcement

The State Police will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection to the homes and businesses in the evacuated area.

9 Fire and Rescue

Hazardous materials incidents are often accompanied by fire and injured persons. The Incident Commander shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure. Environments where potentially IDLH (Immediately Dangerous to Life and Health) concentrations of any hazardous material may be present are not to be entered by persons that have not been trained to the Technician or Specialist level.

Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposures. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear proper protective equipment and clothing when conducting rescues as indicated by the Incident Commander

2.10 Health and Medical Services

The Town of Calais receives ambulance service from Barre Town EMS Ambulance Service and the East Montpelier FAST Squad. Medical services are provided by the Central Vermont Hospital in Berlin. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be specified by the Incident Commander if the potential for sp reading hazardous materials contamination is present. The Incident Commander is also responsible for notifying the hospital of the materials to which incident casualties have been exposed.

2.11 Ongoing Incident Assessment

Incidents evolve with time. If the situation is not brought under control quickly, a fire may involve other structures, pressures may build up and rupture fluid systems or structures may collapse. The Incident Command must anticipate these possibilities. The impact of an unstable, evolving incident on hazardous materials releases must be continuously reevaluated and response and resource allocations adjusted to best deal with the incident.

2.12 Local Resources

The Town of Calais has, through its various operating departments and private contractors, the following equipment and other resources which could be used in a hazardous materials incident:

East Montpelier and Woodbury Fire Departments 223-5555

Each engine has firefighting tools, radio communications, SCBA's and the DOT hazardous materials guidebook.

MSA Multigas meter for Carbon Monoxide, % Lower Explosive Limit and Oxygen at E. Montpelier Fire Department. Carbon Monoxide Meter at Woodbury Fire Department.

Vermont State Police 229-9191

Cruisers, with radio communications and DOT guidebook.

Dispatch desk also has copy of DOT guidebook.

Calais Highway Department	456-7466
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Dump trucks, bucket loader, sand stockpile

East Montpelier FAST Squad 223-5555

Rescue vehicle with rescue and life support equipment

Barre Town EMS Ambulance 223-5555

2.13 Spill Containment

Spills of petroleum products and other hazardous materials are an anticipated effect of most hazardous materials incidents. Confinement of a liquid spill to the smallest possible area will minimize the potential for release of the materials to surface waters as well as the amount of contaminated soil that will result. This is usually accomplished by constructing earth berms or dikes to pool the liquid in an area where it could be recovered or removed for disposal. Earth materials and earth moving equipment are required to construct these containment areas. The Incident Commander will be responsible for assuring that persons involved in spill containment are not exposed to hazardous materials without appropriate personal protective clothing and equipment.

ENVIRONMENTAL CLEANUP CONTRACTORS

Great Northern Environmental Services (a Division of Lee's Oil Service) 476-0937 Spill cleanup contractor, vacuum trucks, various types of trucks, pumps, monitoring equipment-oxygen/explosimeter/pH meter, photoionization detector, absorbent pads, containment boom and drums.

V. INCIDENT RECOVERY

3.1 Written Reports

Any carrier or person in charge of a facility when a release of a hazardous material occurs is responsible for preparing written reports documenting the incident. The reports must be completed within 14 days of the release and must be filed with:

 State Emergency Response Commission c/o Department of Public Safety Emergency Management Division 103 South Main Street Waterbury, Vermont 05671-0850

- District 5 Local Emergency Planning Committee c/o Richard Ather, Chair
 South Main Street Barre, Vermont, 05641
- 3. Vermont Department of Environmental Conservation Hazardous Materials Management Division 103 South Main Street Waterbury, Vermont 05671
- Vermont Department of Health Environmental Health Division 108 Cherry Street Burlington, Vermont 05402
- Vermont Department of Labor and Industry VOSHA National Life Building Montpelier, Vermont 05602
- U.S. EPA National Response Center, Region I 60 Westview Street Lexington, Massachusetts 02173
- 7. (Carriers Only: DOT Form F 5800.1)
 Information Systems Manager, DHM-63
 Research and Special Programs Administration
 Department of Transportation
 Washington, DC 20590-0001

Written reports must include the cause of the release, actions taken to respond to and control the release, known or suspected health risks and any medical requirements of exposed persons, and actions taken to avoid recurrence.

3.2 Ongoing Incident Assessment

After the immediate risks to life associated with an incident are brought under control, additional hazards may still be present that will need to be monitored and remediated. For example, the first hazard associated with a spill of petroleum products may be the fire risk. Once this risk has been addressed by containing the materials, an amount of contaminated soil may remain with a

considerable threat to groundwater, surface water air quality or drinking water quality. Often the facility at which the release has occurred will have the best equipment for monitoring airborne releases.

A post-incident investigation should also be conducted to determine the cause of the release and the efficiency of the response operation; and to identify corrective measures that could be taken to prevent recurrence. Conditions which contributed to the cause of the incident should be identified. These might include personnel error, violation of standard operating procedures, regulatory violations, mechanical or construction defects, defects in the training of facility or carrier employees, or acts of God.

Normally the assessment of environmental damage or impacts on public health from a hazardous materials incident is the responsibility of the Vermont Agency of Natural Resources, Hazardous Materials Management Division or the Vermont Department of Health

3 3 Resource Inventory and Maintenance

As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department, Police Department and Public Works Department. Missing or damaged items or equipment shall be repaired or replaced

VI. TRAINING AND PLAN ASSESSMENT:

4.1 Training of Responders

4.1.1 First Responder Awareness Level Training

The Town of East Montpelier Fire Department has 10 volunteer firefighters and the Woodbury Fire Department has 6 members trained to the awareness level in accordance with 29 CFR 1910.120(q)(6)(i). The primary purpose of this level of training is to allow for the initiation of the provisions of this emergency response plan by persons that may witness or discover a hazardous material release. East Montpelier and Woodbury will continue to train volunteer firefighters to this response level

Persons trained to this level have developed an understanding of the following aspects of incident response:

- a. Hazardous materials recognition and the risks associated with them in an incident.
- b. Potential outcomes possible when hazardous materials are present at an incident.
- c. Ability to recognize and identify hazardous materials from placards and other warning labels.
- d. An understanding of the responsibilities of the first responder awareness individual for communications, site security and hazard recognition.

e. Ability to assess the need for additional emergency response resources and to make the necessary notifications to obtain their response.

4.1.2 First Responder Operations Level Training

The Town of Woodbury Fire Department has trained two members at the operations level in accordance wit 29 CFR 910.120(q)(6)(ii) The primary purpose of this level of training is to contain a release of hazardous materials from a safe distance, to keep it from spreading and to prevent exposures. Woodbury and East Montpelier encourages members of the Fire Department to enroll in operations level training courses and anticipates training one or two individuals at this level each year.

Firefighters trained to this level have developed the following capabilities above the awareness level training:

- a. Knowledge of basic hazard and risk assessment techniques.
- b Selection and use of personal protective equipment.
- c. Understanding of basic hazardous materials terms.
- d. Knowledge of basic control, containment and/or confinement operations within the limits of equipment and resources available to their units
- e. Knowledge of basic decontamination procedures.
- f. Understanding of the relevant standard operating procedures and termination procedures.

Additional Town of Woodbury and East Montpelier firefighters will complete first responder operations level training as time and resources permit.

4.1.3 Hazardous Materials Technician

The primary purpose of this level of training is to allow aggressive response to a release by plugging or patching or otherwise stopping the release. In addition to the training required for Operations level response, hazardous materials technicians have knowledge in the following areas:

- a. Procedures for implementation of the employer's emergency response plan.
- b. Use of field survey equipment for the identification and verification of known and unknown materials.
- c Use of the Incident Command System with the response unit.
- d. Selection and use of personal protection equipment.
- e. Hazard and risk assessment techniques.
- f. Use of equipment and techniques for containment of releases.
- g. Decontamination.

4.1.4 Hazardous Materials Specialist

The hazardous materials specialist assists the hazardous materials technician in any containment response activity and in addition may coordinate the release of technical information to the media pertaining to exposure risks. In addition to the training and knowledge required for the technician level, hazardous material specialists have knowledge in the following areas:

- a Procedures for the implementation of the State Emergency Response Plan.
- b Preparation of Site Safety and Health Plan

4.1.5 On Scene Incident Commander

The incident commander shall have at least 24 hours of training equal to the first responder operations level and in addition have knowledge in the following areas

- a. Implementation of the Town Incident Command System
- b. Implementation of the Town Emergency Response Plan
- c. Hazards and risks to employees working in protective clothing.
- d. Implementation of the State Emergency Response Plan and the Federal Regional Response Team.
- e Decontamination procedures.

The Towns of Woodbury and East Montpelier do not have any individuals trained at the Hazardous Materials Technician or Specialist levels at the present time.

4.1.6 Certification of Training Levels

Awareness level certification can be achieved by a competency demonstration or formal training. Certification at the operations level requires completion of eight hours of training or a combination of experience and competency demonstrations. Hazardous materials technician, specialist and on- scene incident commander levels require 24 hours of classroom training in addition to the competency demonstration of skills and knowledge described for each level. Training courses are available through the Vermont Department of Public Safety and the Vermont Fire Service Training Council and the District Local Emergency Planning Committee

4.2 <u>Testing the Plan</u>

This plan will be tested annually to identify operational deficiencies and procedural improvements that should be adopted. The Calais Emergency Management Coordinator will initiate the exercises and chair a committee that will evaluate the response. He/she will also be responsible for the implementation of procedural improvements.

In addition to annual testing of the plan, an assessment of the plan should also be completed after each incident that required the plans' implementation.

Assessment of the plan at either of these two times should focus on the following aspects of the incident:

- a. Were the appropriate persons listed on the telephone rosters notified? Were individual names and telephone numbers current. Were state and federal response agencies notified?
- b. Were responders informed of the hazards of the materials at the scene prior to entry? Were additional materials discovered after the initial size up? Was the recommended personal protective equipment appropriate to all exposure hazards discovered?
- c. Was response equipment in working order?
- d Were all persons at risk evacuated to a safe area? Was the public kept advised of the severity of the incident and the progress of corrective actions?
- e. Were all written reports properly prepared and filed?
- f. Did all aspects of the response comply with current OSHA, Health Department, Agency of Natural Resources, and Department of Public Safety regulations?

4.3 Updating the Plan

Annually or as a result of the assessment completed under section 4.2, the plan should be reviewed for necessary modifications. Revision pages will be issued to all holders of the plan. The revision will be recorded on the Revision Sheet (page of the plan).

PERSONNEL

The following chart identifies Town of East Montpelier and Woodbury personnel and the level of hazardous materials response training they have currently been certified at.

NAME	LEVEL OF TRAINING